



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure No.: MSP 2.1.3	Subject: LAND USE RESTRICTIONS		
Reference: DOC Policy No. 2.1.3		Page 1 of 14 and 10 attachments	
Effective Date: August 20, 2001	Revision: (new effective date) August 8, 2013		
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I. PURPOSE

To provide reasonable public access to MCE Ranch lands while addressing security responsibilities for the safe and orderly operation of the correctional facility and to outline the components related to the use of land at DOC Correctional Facilities in Deer Lodge.

II. DEFINITIONS

Archery Hunting - for the purposes of this procedure means hunting for big game with a hunting bow and arrow. Hunting bow shall be a longbow, recurve bow, compound bow or any combination of these designs that meet the requirements as outlined in the current FWP Hunting Regulations. For purposes of this procedure archery hunting does not include the use of a crossbow.

Archery-Only Land Use Permit - a permit issued by MCE Ranch for hunters to archery hunt only on designated Ranch lands below the power line fence. This archery-only land use permit will be a laminated card available only through the MCE Administration Office.

Camping - living outdoors in tents, campers, shelters, or without shelters for recreational purposes.

DOC Correctional Facilities - the Department of Corrections (DOC) correctional facilities in Powell County that includes Montana State Prison (MSP), Treasure State Correctional Training Center (TSCTC), and the ranch lands administered by MCE.

Emergency Siren - the siren used by MSP to alert all persons in the immediate vicinity of activity at the facility, which will result in the lock down of the institution and all staff, inmates and visitors being accounted for.

Established Road - for the purpose of this procedure is an established road that is used by the MCE Ranch operation.

Firearm – a weapon from which a bullet is discharged by an explosive. For purposes of this procedure firearms includes rifles of any caliber, shotguns, muzzleloader and handguns. Firearms must meet the criteria as outlined in the current FWP Hunting Regulations.

Montana Department of Fish, Wildlife and Parks (FWP) – the agency which administers all big game hunting activities within the State of Montana.

FWP Hunting Regulations - the current year's regulations governing hunting in the State of Montana as outlined in the current Game Hunting Regulations.

Incapacitated – generally means a game animal that is wounded by an archery or firearm hunter and is unable to stand.

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Motorized Retrieval - retrieval of a big game animal using a motorized vehicle, which for the purposes of this procedure is a pickup or SUV. Motorized retrieval does not include off highway vehicles (OHV) such as motorcycles, 3 or 4 wheelers.

MSP Check Point - the main entrance to the MSP/MCE facilities where all vehicle entry and exit occurs.

Off Road Travel - travel by motorized vehicle off established roads without the permission of the landowner; in this case MCE Ranch.

Parking Lot - an area designated for the parking of vehicles when using MCE Ranch lands at the DOC Correctional Facilities.

Power Line Fence - the fence that runs north south adjacent to the power line, which is the general dividing line between archery-only areas and firearm use areas at the DOC Correctional Facilities.

MCE Ranch Land - the land administered by the MCE Ranch in Powell County. It does not include the acreage where MSP and TSCTC facilities are located or any of the immediate surrounding lands.

School Trust Land - sections of state land designated as school trust property that is leased by the Department of Corrections.

Special Access Rifle Area – the MCE Special Access Rifle Area offers rifle hunting opportunity in designated areas for elk inside the Archery-Only Area of the Prison Ranch.

III. PROCEDURES

A. The following four paragraphs are not operational procedures, but provide the public with the mission of Department of Corrections (DOC), MSP, and MCE.

1. The mission of DOC enhances public safety, promotes positive change in offender behavior, reintegrates offenders into the community and supports victims of crime.
2. The mission of MSP is to protect the public, employees, and offenders, and to communicate with victims of crime, while providing the opportunities for offenders to make positive changes.
3. The mission of MCE is to provide employment and training opportunities to offenders, which enhances public safety, promotes positive change in offender behavior, reintegrates offenders into the community and supports victims of crime.
4. The provisions of this procedure will allow for reasonable public land access and use of MCE Ranch lands in a manner that does not negatively impact the missions of the Department of Corrections and its divisions located at the DOC Correctional Facilities.

B. MCE Ranch Archery-Only Land Use Permit Process

1. Hunters wishing to archery hunt on the MCE Ranch land below (east of) the power line fence are required to obtain an MCE Archery Only Land Use Permit (attachment B).
 - a. The legal description of the area of MCE Ranch land included in the archery-only area will be included in the MCE Ranch Hunting Access Rules (attachment A).
 - b. Areas open to archery-only hunting will be marked with red signs designating "ARCHERY ONLY".
 - c. Hunters in the archery-only area without an MCE Archery Only Land Use Permit are subject to a trespassing violation.

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- d. A map (attachment C) designating the MCE Ranch land and archery-only area will be provided to hunters along with the rules and regulations.
2. Hunters wishing to obtain an archery-only land use permit must apply in person to the MCE Ranch office or send a FAX with the following information:
 - a. Drivers License.
 - b. Valid year conservation license with evidence of Bow and Arrow endorsement.
 - c. Full legal name, date of birth, Social Security number, and driver's license number (for background check purposes)
 - d. An MCE Archery Only Land Use Permit Application Form (attachment D) must be completed and signed by the hunter. For hunters under 16 years of age, a parent or guardian will also be required to sign the form.
 - e. The archery-only land use permit form will be completed by the MCE Ranch civilian staff based on all of the information listed in the MCE Archery Only Land Use Permit Application Form (attachment D). **The hunter requesting an archery-only land use permit will not be able to obtain the permit the same day, as a background check must be completed.** This background check will take a minimum of two days and no more than five days. A clear background check must be obtained prior to the issuance of the permit. The background check process will not begin until all of the required information is provided as is outlined in A.2.
 - f. The archery-only land use permit can be picked up at the MCE Ranch office or at the MSP Check Point location when the process is completed. Archery-only land use permits that have not been picked up within 10 calendar days from the date of issuance will be mailed to the hunter at the address noted on the MCE Archery Only Land Use Permit Application Form.
 - g. Any denied permits will have a clearly stated justification for denial.
3. The archery-only land use permit will be prepared and laminated by MCE. It will be accompanied by the rules and regulations and map of the MCE Ranch archery-only area.
4. The process of issuing archery-only land use permits will begin August 1st of each year. The permit process will end on December 15th of each year for both Montana and out-of-state residents. The MCE Ranch office is open Monday through Friday, 8:00 a.m. to 4:00 p.m. for archery-only land use permits. Requests for a permit before or after these time periods will not be taken. The office will not be open on state observed holidays.
5. MCE Ranch address is 350 Conley Lake Road, Deer Lodge, MT 59722. Information regarding MSP 2.1.3, MCE Ranch Land Public Access is located on the Department of Corrections web page at <http://www.cor.mt.gov> or by contacting the MCE Ranch office at (406) 846-1320, extension 2296.
FAX number (406) 846-2957.
6. Information related to the archery-only land use permit process and use of MCE Ranch lands per this procedure will be made available to recreational users. The following mechanisms may be used:
 - a. State wide news release.
 - b. Mailing list.
 - c. Area FWP hunting/fishing agents.
 - d. FWP Missoula Regional Office.
 - e. Internet.
 - f. Advertising in local newspapers.

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7. The archery-only land use permit information including usage and harvests will be tracked by MCE.
8. The archery-only permit will only be valid during the current hunting season and must be reapplied for on an annual basis.
9. Hunters on MCE Ranch lands may be checked at any time by MSP or MCE staff for a current archery-only land use permit, conservation license, and big game licenses. Hunters not possessing the required information will be escorted off of MCE Ranch lands. Hunting without the required information may be grounds for permanent loss of archery-only land use permit.
10. Blinds and decoys may be used, but hunters must take them with them when they leave the area that they are hunting, and at the end of their day. MSP and MCE are not responsible for theft or destruction of hunters' blinds, decoys, or other personal property.
11. Portable tree stands are allowed but must be removed before the end of the hunting season.
12. Hunters are not allowed to bring pets on prison property or to leave them in their vehicles.
13. Drop-offs are allowed after hunters are cleared through MSP Check Point. The drop-off must be at a designated parking area only and done by a licensed hunter with an MCE archery-only permit.
14. Hunters are not allowed to cut "timber" on prison property.

C. Archery Hunting

1. Archery hunting may be allowed on MCE Ranch lands in designated areas. Archery hunting on MCE Ranch lands will consist of two zones divided by the power line fence.
2. Archery hunting above (west of) the power line fence must comply with the following:
 - a. An archery-only land use permit is not required.
 - b. Archery hunters will not be required to access the hunting areas through the MSP Check Point location or park in the archery-only designated parking areas located below the power line fence.
 - c. If a hunter enters the area below (east of) the power line fence for any reason they are required to completely follow the procedures listed in B.2.
 - d. All members of a hunting party are liable for violations of the hunter or other person in their group who go below the power line fence with the intention of herding or pushing game animals to any location above (west of) the power line fence.
 - e. All archery hunting must be accessed by walk-in, motor-less bicycles, or horses. Bicycles left unattended must be secured with a bicycle lock.
 - f. All archery hunting must follow the hunting seasons as listed in the current FWP Hunting Regulations. Deer B tags are not good for use in areas above the power line.
3. Archery hunting is only allowed below (east of) the power line fence and hunters must comply with the following:
 - a. Hunters are required to have an archery-only land use permit to enter and exit through the MSP Check Point location, and must carry their archery-only land use permit with them while on MCE lands.
 - b. Hunters must park in the designated archery-only parking lots below (east of) the power line fence. There are no exceptions.

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- c. Only persons who have an archery-only land use permit will be able to hunt or accompany hunters in the areas below the power line fence. Walk-alongs are not allowed unless the hunter is disabled. If a hunter is disabled and needs an escort, the escort will be issued a special disabled hunter escort permit through the MCE ranch office. The escort must be a licensed archery-only hunter and a background check will also be required
- d. Once a hunter is cleared through MSP Check Point, no scouting for game or stopping is allowed. Hunters must proceed to their designated parking area.
- e. A licensed adult hunter with a valid archery-only land use permit must accompany any hunter under the age of 16, who must also have a valid archery-only land use permit.
- f. All archery hunters must follow the rules outlined in the MCE Ranch Hunting Access Rules (attachment A) handed out with the archery-only land use permit. Hunters who violate a rule may lose their archery-only land use permit.
 - 1) A hunter may lose their archery-only land use permit for a one-year period for the first violation, depending on the severity of the violation.
 - 2) Repeat violations may result in permanent loss of land use permission.
- g. Archery hunters are not allowed to carry a firearm.
- h. For your safety, please be aware that there may be bear (including sows with cubs) and moose (including cows with calves) on the prison ranch. Bear and moose hunting is not allowed in the archery-only area. Wolf hunting will be allowed with a valid license.
- i. Hunting is not allowed within the posted safety zones at Conley Lake, Ranch 2, Ranch 1, the Dairy, the Gun Range, around the MSP and TSCTC facilities. These areas will be marked with orange signs designating "NO HUNTING AREA RESTRICTED" and/or by orange paint. At the Treasure State Correctional Training Center (Boot Camp-Parking Lot 1) the safety zone is everything inside of the jackleg fence. At the gun range, the safety zone is everything inside the fenced area. At Parking Lot 2, hunting is restricted until you reach Taylor Bench (ridge) to the north.
- j. MCE or MSP reserves the right to close the area for archery hunting at any time. During a lockdown or emergency situation, no one will be allowed on prison property for any reason. Closure may result from drills, escapes, or other reasons determined by MCE/MSP administration. Advance notice may not be provided.
- k. All archery hunting must be accessed by walk-in or motor-less bicycles. Horses will only be allowed for retrieval as outlined in the retrieval section. Bicycles left unattended must be secured with a bicycle lock.
- l. Hunters that are hunting below (east of) the power line fence may also hunt above (west of) the power line fence in the same day without moving their vehicle to another designated parking lot.
- m. MSP conducts an emergency siren test on the last Saturday of each month between the hours of 7:00 AM and 7:30 AM. During this test the siren will sound for a short period. Hunters using the property can disregard this short siren test. If a continuous siren sounds hunters must immediately return to their vehicle and report to the Checkpoint station.
- n. A clear legal description and a map outlining the designated archery-only area below (east of) the power line fence will be available to hunters.

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D. Special Access Rifle Area

1. Montana Correctional Enterprises will work closely with Montana Fish, Wildlife and Parks to offer escorted rifle hunting opportunities in designated areas for elk inside the Archery-Only area of the Prison Ranch. (attachment I)

E. Parking Lots

1. Parking lots for hunters on MCE Ranch lands will be clearly designated and have the appropriate signs posted.
2. Parking lots for the archery-only areas below (east of) the power line fence are as follows:
 - a. **Parking Lot #1** - Treasure State Correctional Training Center road just off the Conley Lake Road west of the Dairy.
 - b. **Parking Lot #2** – just north of the corner on the main prison entrance road ¼ of a mile north of the Ranch 1 and MSP Check Point location.
 - c. **Parking Lot #3** - To the right of the road going to Powell Reservoir, near the Ranch 7 entrance gate.
 - d. **Parking Lot #4** - on the Ranch 2 road approximately half- way between the Powell Reservoir gate (near Ranch 7) and the county road near Ranch 2.
 - e. Hunters may travel between these parking lots and those identified in D.3. below (east of) the power line fence, after they check in again with the officer at the MSP Check Point location.
3. Parking lots for hunting above (west of) the power line fence during archery or firearm season are as follows:
 - a. Powell Creek Parking Lot.
 - b. Elk Ridge Road Parking Lot.
4. Travel off established roads will not be allowed from the parking lots by any type of motorized vehicle. Off road travel will be reported to the Powell County Sheriff or FWP. First time violators may lose their ability to hunt on MCE Ranch lands for one year. Repeat violations may result in permanent loss of hunting privileges on MCE Ranch lands. A citation may be issued.
5. All vehicles in the parking lots must be locked and secured both above (west of) and below (east of) the power line fence.
6. Please note signage on Prison property that delineates those articles that are considered contraband and not allowed on MCE or MSP property or land. Possession of these articles on Prison property may result in felony prosecution.
 - a. **No tobacco in any form.** Montana State Prison is a tobacco free facility, and the introduction of tobacco is a felony.
 - b. No alcohol.
7. All vehicles parked in the parking lots and on MCE Ranch lands are subject to search by DOC security.
8. Firearms and ammunition are not allowed in the parking lots below (east of) the power line fence by archery-only hunters. Hunters and others using the parking lots above (west of) the power line fence are not allowed to leave firearms or ammunition in their vehicles.
9. Hunters using the parking lots are responsible for packing out all garbage.

F. Motorized Retrieval of Harvested Game

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1. All hunters harvesting game animals must make every attempt to retrieve the game animal in the quickest time frame possible to prevent spoilage.
2. Recommended retrieval options include the use of game carts, dragging, backpacking or horses. Off-road vehicles are not allowed for motorized game retrieval on prison property, either above or below the power line fence.
3. Motorized retrieval, under escort and through established procedures, **is allowed on MCE Ranch lands both above (west of) and below (east of) the power line fence.** Motorized retrieval does not include off highway vehicles (OHV) such as motorcycles, 3 or 4 wheelers.
4. Hunting is not allowed by persons involved in a motorized retrieval process.
5. Established roads will be identified on the MCE Ranch maps. Non-maintained roads that meet the definition of an established road per this procedure may be used for motorized retrieval and are noted on the MCE Ranch maps.
6. It is the responsibility of the hunter to have harvested game animals brought to the nearest established road prior to initiating any motorized retrieval. If the game animal is not to an established road when the motorized retrieval process is started, the hunter may lose the ability to use the motorized retrieval process.
7. To initiate the motorized retrieval process the hunter **must physically be** at Checkpoint to notify the MSP Check Point officer. Depending on the time of day, the Check Point Officer will contact an MCE staff member or Command Post to identify a volunteer available to escort. If an MCE staff member provides the escort, the Check Point Officer will notify Command Post that an escort is taking place. The hunter(s) will remain at the MSP Check Point location until the escort has arrived. If it is determined that an escort is not available then the motorized retrieval process will not occur until an escort is available. Hunters will **not** be allowed in a state vehicle during a retrieval.
8. MSP/MCE will establish a mechanism for volunteers for the motorized retrieval process.
9. The hunter's vehicle must be used to retrieve the game animal after the vehicle has been cleared by the MSP Check Point to enter the MCE Ranch land. **No one**, including staff, is allowed to have firearms or ammunition of any type in the archery-only area during the retrieval process. All motorized retrieval, whether above (west of) or below (east of) the power line fence on MCE Ranch lands, must enter or exit through MSP Check Point. Normally only one hunter vehicle will be allowed in the motorized retrieval process. At no time will a game harvested animal be loaded in a state vehicle.
10. All motorized retrieval must access the shortest route determined by the escort while staying on established roads.
11. The retrieval escort will be responsible for filling out the "game harvest" log book completely and legibly.
12. An informational meeting will be held for all volunteer escorts prior to the current hunting season.
13. All game animals will be checked for proper tagging at the pick-up site during a retrieval, otherwise this will be done when the animal exits through the MSP Check Point location. FWP authorities will be notified of any violation.
14. All motorized retrieval must follow the process outlined above.
15. Firearms that need to be secured during a motorized retrieval process must be secured off of MSP/MCE property.

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G. Check in Process for Archery-Only Hunting Below (east of) the Power Line Fence and Motorized Retrieval

1. All archery hunters hunting in the archery-only areas below (east of) the power line fence, and all hunters using motorized retrieval on MCE Ranch lands, must enter and exit through MSP Check Point.
2. Archery hunters must show their MCE Ranch Archery-Only Land Use Permit to the officer at MSP Check Point. Each hunter in the hunting group will be required to leave their Drivers License or other form of picture identification (ID) at MSP Check Point while they are on MCE Ranch lands. All persons under the age of 16, who do not have a form of picture ID, will be listed on the log book maintained at MSP Check Point.
3. All vehicles and persons going through MSP Check Point are subject to search.
4. Persons with unauthorized items will not be allowed hunting or other land use access.
5. All hunters must exit through the MSP Check Point. Driver's licenses or other forms of picture IDs will be returned at this time, and the officer will log each hunter out in the log book.
6. Hunters violating the check in and check out procedures may be subject to loss of access privileges and archery-only land use permit as outlined in other sections of this procedure.
7. In the case of an emergency situation at the facility, the MSP Check Point Officer will account for all persons on MCE Ranch land utilizing a driver's license or other forms of picture IDs.
8. Check in and check out through the MSP Check Point location may take place two hours before sunrise and 2 hours after sunset. The sunrise and sunset hours are listed in the current FWP Hunting Regulations.

H. Log Book at MSP Check Point

1. The officer at the MSP Check Point is responsible for controlling traffic related to this procedure for Archery Only Land Use, Fishing, Gopher Hunting, Special Groups, or Other Authorized Land Use Activities (attachment E), which is separate from the normal MSP Check Point log book. All hunters must enter and exit the Archery Only area through the Montana State Prison (MSP) Check Point. The officer or the hunter will complete the appropriate information in the logbook. If the hunter fills out the logbook, the officer will check for accuracy of the information.
2. The logbook must include:
 - a. The names of all hunters or persons using MCE lands
 - b. The type of vehicle, license plate number
 - c. Archery-only land use permit numbers
 - d. Activity involved
 - e. Check in and check out times
 - f. Hunter parking lot locations, etc.
3. All persons in a vehicle will be logged in the log book on separate lines.
4. Harvested big game animals will be accounted for on the MCE and FWP Game Harvest Information form (attachment F) that meets the needs of FWP.

This logbook is to be used for all motorized retrieval of game animals, whether above or below the power line and must be completed by the retrieval escort.

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5. Information related to archery-only hunting, motorized retrieval, and harvested game animals will be used to update the MCE computer program that will track hunting information on MCE ranch lands.

6. **Processing of hunters through MSP Check Point will not be a priority over the normal activity associated with this MSP security post.**

I. Hunter Information/Complaints

1. Use of MCE Ranch lands is a privilege for the general public and it is the responsibility of all users to report any violations, provide suggestions, or report other information.
2. Hunters or other persons using MCE Ranch lands wishing to file complaints or provide other information will be given an MCE Hunting/Other MCE Ranch Land Use Comment or Incident Report Form (attachment G) to fill out and complete at the Check Point location.
3. Based on the circumstances, involved the officer at Check Point may contact the Shift Commander for further direction.
4. These forms will be routed to MCE Administration for review and necessary action.

J. Wounded/Incapacitated Game Retrieval

Hunters may harvest game animals that they have wounded/incapacitated that have entered the restricted area below (east of) the power line fence using the following procedure:

1. The hunter must report to the MSP Check Point location and notify the officer of the situation regarding the wounded/incapacitated game animal and the location it was last seen in order to initiate game retrieval.
2. The procedures in Section E. Motorized Retrieval will be used for notifying an escort with the exception that MSP Check Point Officer will notify the Shift Commander that an escort for an incapacitated game animal will taking place.
3. The escort will control the weapon and ammunition until it is time for the hunter to use them to complete the harvest of the wounded/incapacitated game animal. The weapon will be kept unloaded at all other times.
4. If the animal is located the escort will determine whether or not the game animal is incapacitated. Generally the animal must be unable to stand to be rendered incapacitated.
5. If the escort determines the animal is incapacitated the escort will give the hunter the weapon and ammunition to harvest the animal.
6. The escort will take possession of the weapon and ammunition immediately following the harvest and will retain control until they arrive at MSP Check Point.
7. Local Fish, Wildlife and Parks (FWP) officials may be contacted as deemed necessary to provide assistance.

K. Injured persons

If any person is injured while using MCE Ranch lands and they cannot make it back to their vehicle at the designated parking lots, MSP/MCE may provide transportation based on the direction of the Shift Commander.

L. Camping

1. MCE Ranch lands within the "archery only" designated area may be utilized for camping **only** for authorized state or federal agencies or special groups as authorized by the MSP Warden and MCE Administrator.

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2. **Public camping is allowed outside of the “archery only” boundary except in designated parking areas and where posted otherwise.**
 - a. There is a 14 day limit for all camps established in this area.
 - b. Campers must clean the area before leaving and leave minimal impact.
 - c. Campers must not leave any weapons unattended at the campsite.
 - d. Campers using horses must use certified weed free hay. Campers failing to properly use MCE lands may lose their right to camp.

M. Fishing

1. DOC employees working at the DOC Correctional Facilities in the Deer Lodge valley may be allowed to fish in designated MCE Ranch reservoirs or dams.
2. DOC employees may bring guests that must be escorted at all times by the DOC employee.
3. All fishing is catch and release only except for children (under the age of 14) and senior citizens (age 65 and over, or nursing home residents). A copy of the MCE Ranch Dam and Reservoir Fishing Rules and Regulations (attachment H), regarding fishing at the DOC Correctional Facilities, will be given to all users. The regulations outline the number of fish that can be kept by children and senior citizens.
4. Persons wishing to fish in MCE Ranch reservoirs or dams should contact the MCE Administrator or Ranch Director for prior approval. Authorized persons wishing to fish in designated MCE Ranch reservoirs or dams must check in and out through MSP Check Point. The check in and out procedures listed in Sections F and G above will apply. Check in times for fishing are one hour before light and one hour after dark.
5. The MSP Check Point officer will notify the Shift Commander when persons enter the area for fishing prior to any vehicles or persons going to a fishing area.
6. Fishing must be by artificial flies and lures only. Barbless hooks are recommended.
7. Vehicles must be driven only to the parking areas designated for fishing. The parking areas will be designated with signs at the various MCE Ranch reservoirs and dams. There must be no vehicle travel other than on established roads to and from the fishing parking lots and MSP Check Point.
8. Motorized watercraft is prohibited on all MCE reservoirs or dams.
9. Special requests for fishing on MCE reservoirs and dams for school districts, specialty groups or nursing homes will be subject to the approval on a case by case basis of the Warden and MCE Administrator.
10. Persons violating any of these procedures may lose their privilege to fish in MCE Ranch reservoirs or dams on a permanent basis.

N. Ground Squirrel (Gopher) Hunting

1. For varmint control, MSP and MCE employees with guests will be allowed to hunt gophers in designated areas. Weapons are restricted to .22 rim fire caliber rifles or archery equipment. Retired MSP or MCE staff may hunt gophers with special written approval from the MSP Warden and MCE Administrator.
2. All rifles must be kept unloaded and secured going to and from the gopher hunting locations and MSP Check Point. Ammunition must be secured away from the rifles at all times.
3. Shooting from a vehicle is strictly prohibited.

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4. Designated hunting areas will generally be Taylor Bench, Ranch 7 and Ranch 2. The Ranch Director may add additional areas.
5. MSP and MCE employees wishing to hunt gophers must obtain advance clearance regarding the number of persons, area, date and time for gophers to be hunted with the MCE Ranch Director. In absence of the Ranch Director the contact person will be the MCE Administrator or designee. The Ranch Director will notify the Shift Commander concerning the location, date, time, and the number of persons in the group.
6. Inmates must be kept out of the area for the time period involved.
7. Time periods will generally not exceed four hours, but will be determined by the Ranch Director in advance of the gopher hunting.
8. The Ranch Director may limit the number of hunters in a given area due to Ranch work that needs completion, inmates working in the area, or due to the number of gopher hunters on a given day.
9. Authorized persons wishing to gopher hunt in designated MCE Ranch lands must check in and out through MSP Check Point. The check in and out procedures listed in sections F. and G. above will apply.
10. Generally groups will not exceed four persons.
11. The MSP or MCE employee must escort the guests at all times.
12. Off road travel is prohibited.
13. Persons violating any of these procedures will lose their privilege to hunt on MCE Ranch lands on a permanent basis.
14. The general public is allowed to hunt gophers outside the designated archery only area boundaries with either archery-only or firearm equipment.

O. Emergency Siren Protocol

1. MSP may designate specific times for a test of the emergency siren. These tests will be noted in the handouts regarding hunting or fishing. For these siren tests the other provisions of this section do not apply. **On the last Saturday of each month, a siren test is conducted between the hours of 7:00 a.m. and 7:30 a.m. This test of the siren lasts for a short duration. Hunters using the property may disregard this siren test.**
2. When the emergency siren sounds continuously for a long duration all persons using MCE Ranch lands below (east of) the power line must immediately go to their vehicle at the parking lot, get in the vehicle, lock the vehicle and drive to the MSP Check Point. If inmates are encountered during this process the officer at MSP Check Point should be given this information.
3. The officer at MSP Check Point will account for the persons in the vehicle and provide further instruction.
4. Persons who fail to report may lose their privileges to utilize MCE Ranch lands in the future.

P. Off Road Travel

1. Off road travel by any means on MCE Ranch lands, by any person without the approval of the MCE Administrator or Ranch Director, is prohibited.
2. Persons in violation of this restriction are subject to a complaint filed with the Sheriffs office and a citation.

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Q. Signs

1. Signs in parking lots, on fences, and in designated areas will be done in cooperation with DOC and FWP.
2. Cooperation with local sportsman groups for assistance in posting and paying for the costs of signs will be sought.
3. State trust lands will be clearly identified on the map provided to users of MCE Ranch lands.
4. The FWP and MCE sign shops may be utilized for sign needs.
5. On a yearly basis signs must be reviewed and replaced as needed.
6. A map of MCE Ranch lands will indicate the various boundaries for hunting and land controlled under this procedure.

R. Land Use For Non Hunting Time Periods

1. Motor-less bicycle use above (west of) the power line fence will be allowed.
2. DOC staff is authorized to travel to and from work on the main road.
3. Requests for use of the Conley Lake area or other MCE Ranch lands must be submitted in writing to the MSP Warden and MCE Administrator using a form determined by DOC. The MSP Warden and MCE Administrator will review the requests on a case by case basis and approve or disapprove.

S. MSP Gun Range Use

1. MSP and DOC scheduled activities at the MSP gun range takes precedent over any other use. At other times the range is only available for use by law enforcement agencies and DOC employees.
2. Requests for use of the range must be made to the on-duty Shift Commander who will review the requests on a case by case basis and approve or disapprove.
3. Authorized persons using the MSP gun range will check in and out through MSP Check Point.

T. Contraband

1. All persons and vehicles entering MSP and MCE Ranch lands and facilities are subject to search at any time.
2. It is a violation of state law, 45-7-307, M.C.A., to transfer or receive any illegal article or weapon to or from a prisoner. Transferring or receiving illegal articles or weapons to or from a prisoner in a state prison is a felony, and is punishable by up to 20 years in a state prison. The following items are illegal articles:
 - a. Weapons of any kind.
 - b. Ammunition.
 - c. Dangerous (illegal) drugs, as defined in 50-32-101, M.C.A.
 - d. Money (currency cash), checks, money orders, credit cards, debit cards, electronic teller cards.
 - e. Tobacco products of any kind.
3. The public is strictly prohibited from bringing or introducing tobacco and alcohol products onto MSP and MCE property including MCE Ranch land. Violators may be temporarily or permanently restricted from accessing MSP and MCE property including MCE Ranch land.

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U. Liability

1. Members of the general public using MCE Ranch lands for recreational and hunting purposes assume liability of use. MCE, MSP and DOC does not assume liability for any acts caused by the general public or any member of the general public using MCE Ranch lands. Members of the general public will not hold the State liable for loss of use resulting from delays that are beyond the State's control, or from action required by the State to maintain security and order of the correctional facility.
2. The public will comply with the policies and procedures of the Montana State Prison facility.
3. All vehicles and persons entering the Montana State Prison facility or MCE lands are subject to search at any time.
4. The general public recognizes that they are utilizing lands administered by a correctional facility and that in the course of its operations the general public may come in contact with inmates. Members of the general public will avoid this contact to the extent possible and unavoidable contact should be minimal.

V. Winter Recreational Use

4. The general public will be allowed to snowshoe, snowmobile, sled ride and cross country ski on MCE Ranch lands above (west of) the power line fence during the appropriate time of the year.
5. Use of MCE Ranch lands will be done in a responsible manner. Violators may lose their opportunity to use these lands based on the degree of the violation.
6. The parking lots below (east of) the power line fence will not be used for winter recreational use, nor will there be access to MCE land below (east of) the power line fence for any recreational activity other than those previously outlined in this procedure.
7. If snow conditions prevent the travel of vehicles to the parking lot areas above (west of) the archery-only area, travel over the snow in the vicinity of established roads will be allowed to reach the area open to winter recreational use above (west of) the power line fence.
8. This type of winter recreation use of MCE Ranch lands would not be accessed through the MSP Check Point entrance to prison property.

W. Trapping

1. Trapping is allowed on MCE Ranch lands through a designated process which limits the number of trappers and the area that they trap.
2. Existing trappers will be allowed to continue their trapping in accordance with their written agreement with the MCE Ranch.
3. Persons wishing to get on the trapping list will contact the MCE Ranch Director. If a vacancy is created by an existing trapper then this list will be used on a first come first served basis to fill the trapping vacancy.
4. Trappers will check in with the Ranch Director prior to going to their trapping location. The appropriate clearance will be made as needed.
5. Trappers will be allowed to use existing MCE Ranch roads to do their trapping. At no time will they have another person in the vehicle, or assist in any hunting activity of any kind.
6. Trappers not adhering to the use of MCE Ranch lands will lose their privilege to trap on MCE Ranch lands.

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X. Land Use Restrictions

1. During an emergency, MSP and MCE may issue an emergency proclamation limiting or closing access to facility properties for other than essential operations.
2. Emergencies include but are not limited to an escape, facility disturbance, high fire danger periods, and disasters.
3. These proclamations may be issued in conjunction with the Department of Corrections, Department of Natural Resources and Conservation, Department of State Lands, and the Governor's Office.

IV. CLOSING

Questions concerning this operational procedure shall be addressed to the MCE Administrator or the MCE Ranch Director.

V. ATTACHMENTS

MCE Ranch Hunting Access Rules	Attachment A
MCE Archery Only Land Use Permit	Attachment B
MCE Archery Only Boundaries and Land Map	Attachment C
MCE Archery Only Land Use Permit Application Form	Attachment D
MSP/MCE Log book For Archery Only Land Use, Motorized Retrieval, Fishing, Gopher Hunting, Special Groups, or Other Authorized Land Use Activities	Attachment E
MCE and FWP Game Harvest Information	Attachment F
MCE Hunting/Other MCE Ranch Land Use Comment or Incident Report Form	Attachment G
MCE Ranch Dam and Reservoir Fishing Rules and Regulations	Attachment H
MCE Special Access Rifle Area regulations	Attachment I